

A.D. 2.4, Employee Separation and Reemployment
Prepared for signature 1/24/02 - effective 2/8/02

1. Policy. The Department of Correction shall provide uniform and consistent practices for the separation and reemployment of employees. The Department shall conduct an exit interview for each terminating employee.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 5-142, 5-142(a), 5-241, 5-243, 5-244, 5-255 and 18-81.
 - B. Regulations of Connecticut State Agencies, Sections 5-241-1, 5-241-2, 5-243-1 and 5-248-5.
 - C. State Personnel Act.
 - D. State of Connecticut, Bureau of Personnel and Labor Relations, Letter of Withdrawal of Resignation, October 25, 1988.
 - E. General Letter 216, Revised, July 9, 1990.
 - F. Collective Bargaining Contracts:
 1. Administrative and Residual Employees Union (P-5), July 1999, Article 13.
 2. American Federation of State, County and Municipal Employees (NP-3) Bargaining Unit, July 1999, Article 14.
 3. American Federation of State, County and Municipal Employees (NP-4) Bargaining Unit, July 1997, Article 11.
 4. Connecticut State Employees Association (P-4) Bargaining Unit, July 1994, Article 37.
 5. Connecticut Employees Union Independent (NP-2), July 1999, Article 13.
 6. New England Health Care Employees Union, District 1199 (NP-6) Bargaining Unit, July 2001, Article 16.
 7. New England Health Care Employees Union, District 1199 (P-1) Bargaining Unit, July 2001, Article 16.
 - G. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-1C-01.
 - H. American Correctional Association, Standards for Adult Probation and Parole Field Services, Second Edition, March 1981, Standard 2-3032.
 - I. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standard 3-4010 and 3-4048.
 - J. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standard 3-ALDF-1C-01.
 - K. Administrative Directive 2.6, Employee Discipline.
3. Definitions. For the purposes stated therein, the following definitions apply:
 - A. Appointing Authority. A board, commission, officer, commissioner, person or group of persons having the power to make appointments by virtue of a statute or by lawfully delegated authority.
 - B. Exit Interview. An interview conducted by a Human Resources

representative to determine factors involved in the employee's separation.

- C. Reemployment List. A list of names of persons who are eligible for preference in hiring based on previous status in the state classified service.
- D. Working Test Period. A probationary period, which is part of the selection process, during which the work and conduct of the employee shall be evaluated, and a determination made whether the employee merits permanent appointment.
- E. Working Notice. A working notice shall be a consecutive number of business days in which an employee is responsible for working prior to a resignation in good standing.

4. Resignation. Resignation from State Service shall be as follows:

- A. An employee in the classified service who wishes to voluntarily resign from State service in good standing shall give the appointing authority at least two (2) weeks working notice in writing prior to the expected date of the resignation except that the appointing authority may require as much as four (4) weeks working notice in writing if the employee occupies a professional or supervisory position. Such notice is to state the last date of work.
- B. Following receipt of employee notification of resignation, no Personal Leave time shall be approved.
- C. Unless prior approval is granted by the Unit Administrator, all resignations without proper notification as specified in Section 4(A) above shall be reported by the Unit Administrator to the Commissioner of the Department of Administrative Services (DAS) as "not in good standing".
- D. The departing employee shall be notified in writing if the resignation is not in good standing, and of the right to file an appeal with the Commissioner of the Department of Administrative Services (DAS), 165 Capitol Avenue, Hartford, CT 06106.
- E. An unauthorized absence of five (5) consecutive working days may be deemed to be a resignation not in good standing.
- F. Resignations shall be reported by the Human Resources office to the Commissioner of the Department of Administrative Services (DAS) via the Automated Personnel System.
- G. Dismissal from State service shall be in accordance with the provisions of Administrative Directive 2.6, Employee Discipline.

5. Exit Interview. In so far as practicable, each employee shall receive an exit interview prior to separation. The Exit Interview Form, Attachment A, shall be utilized. When an exit interview cannot be conducted prior to termination, a copy of the exit interview form shall be mailed (regular U.S. Postal Service) to the employee's home address with a stamped self-addressed return envelope. The responsible Human Resources representative shall provide for follow-up to ensure that forms sent to terminating employees are returned for analysis.

6. Exit Interview Analysis. Exit interview forms shall be maintained by the appropriate Human Resources representative in a separate administrative file and shall not be incorporated into the employee's personnel file. Records of each interview shall be retained for analysis. At the close of each quarter, a summary report shall be

prepared by the Human Resources office to include recommendations concerning training, supervision, and policies and procedures to improve employee retention.

7. Notice of Reemployment Eligibility. The appropriate Human Resources representative shall inform each employee resigning in good standing of the employee's right to withdraw or rescind the resignation.
8. Reinstatement Upon Withdrawal of Resignation. When an employee who has resigned in good standing withdraws a resignation, in writing, within one (1) year, the Commissioner of the Department of Administrative Services (DAS) shall refer the name of such employee to the appointing authority for possible reinstatement to positions for classes in which the employee attained permanent status. Such employee may be reinstated at the discretion of the appointing authority.
9. Reemployment Lists. Any permanent employee eligible for reemployment shall be placed on a reemployment list for any class in which the employee formally held permanent status in order of seniority in the State service and shall remain on such lists for a period of two (2) years.
 - A. State service shall include creditable military service. Seniority in State service shall be the total length of State service without regard to classification or agency in which employed or as otherwise defined by contract.
 - B. The employee shall be entitled to placement on the reemployment list for any class in which permanent status was held. An employee, appointed to a position from a reemployment list, at a lower salary group, shall remain eligible for employment in the higher salary group.
 - C. In the case of layoff or demotion due to lack of work, economy, insufficient appropriations, change in departmental organization, or abolition of position, the name of a permanent employee eligible for reemployment shall remain on the appropriate reemployment list for a period of three (3) years for any class in which the employee had permanent status.
 - D. Reemployment lists for classes treated competitively shall be maintained by the Commissioner of the Department of Administrative Services (DAS).
 - E. An employee appointed from a reemployment list to a position in the employee's former salary group shall be appointed at the same step in such group as the employee held last in State service. An employee so appointed to a position in a lower salary shall be appointed at the same step in the salary group as that employee last held in State service.
10. Layoff. The order of layoffs shall be governed by the State Personnel Act and the applicable collective bargaining agreement as stated in the Order of Layoff and Reemployment article of such contracts. Employees not covered by collective bargaining agreements shall be given the appropriate amount of notice as outlined within the Connecticut State Statutes. Said notice shall be in writing stating the reasons for the layoff. A copy of the notice shall be sent to the Commissioner of the Department of Administrative Services (DAS). The Commissioner of the Department of Administrative Services (DAS) may arrange to have the

employee transferred to a vacancy in any similar or comparable class in any other department, agency or institution. If there is no available vacancy or the employee refuses a transfer offer, the employee shall be placed on all reemployment lists which the employee qualified for based on permanent status or has the ability to qualify for. An employee shall be rehired in the classification from which the employee was laid off, as vacancies occur, in the reverse order of layoff.

11. Transfer or Separation Resulting from Infirmities. Any employee who becomes incapable of efficiently performing the position's duties may be separated from the current position in good standing subject to the following:
 - A. When an appointing authority recommends that an employee be transferred to less arduous duties or separated from state service, the Correctional Director of Human Resources shall recommend separation or transfer to less arduous duties in writing to the Commissioner of the Department of Administrative Services (DAS) and detail the reasons for such recommendations.
 - B. If the Agency request for a less arduous duty search is made, the Commissioner of the Department of Administrative Services (DAS) shall attempt to find a suitable position for the affected employee in accordance with the requirements of the State Personnel Act.
 - C. When no other accommodation can be arranged, the employee shall be separated in good standing.
 - D. Such employees may be eligible for disability retirement or vested retirement.
12. Workers' Compensation. An employee, separated under this Directive and eligible for Workers' Compensation shall continue to receive Workers' Compensation benefits to the extent allowable. An employee on Workers' Compensation and who cannot return to hazardous duty may qualify for a Disability Retirement as defined in Section 15 of this Directive or for retraining through rehabilitation programs offered by the Workers' Compensation Commission.
13. Retirement Notification. An employee shall notify the appropriate Human Resources representative of retirement plans at least 90 days in advance in writing or as far as possible in advance of the anticipated retirement date. However, a completed retirement application for a member of the retirement system shall be received by the Retirement Division not later than the last working day of the month preceding the date of retirement. A birth certificate and any other documentation, as specified by the Retirement Division, shall be required along with a marriage certificate if exercising a spouse option.
14. Minimum Disability Retirement. Any disability retiree shall receive a minimum retirement benefit of 60 percent of the retiree's rate of salary at the time the disability occurred, inclusive of Social Security and Workers' Compensation.
 - A. Filing. All paperwork necessary to process a Disability Retirement application shall be submitted to the appropriate Human Resources representative.
 - B. Retirement Date. The effective date of retirement shall be the

first day of the month following receipt by the Retirement Division of the application form, unless the applicant is age 55, with 25 years of service. Such person may elect a first of the month date based on the date accrual of creditable service ends.

15. Reemployment of Retired Employees. A retired state employee who is reemployed by the Department cannot exceed 120 working days in any one (1) calendar year without impacting pension benefits. Exceeding this statutory limit shall result in a loss of retirement income. The Unit Administrator shall be responsible for monitoring the amount of time worked. Retirees who participate in this program shall not be eligible for benefits (e.g., holidays, vacations, sick leave, etc.).
16. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.



Exit Interview Questionnaire

Connecticut Department of Correction

Attachment A
REV 1/28/02
AD 2.4

Total years with the Department of Correction

Job title at time of termination

1. Please list the reason(s) that contributed to your decision to leave the Department of Correction:

- A. Lack of training _____
- B. Lack of promotional opportunities _____
- C. To accept alternative employment _____
- D. Poor supervision _____
- E. Relocation _____
- F. Other _____

2. Would you ever consider returning to work for the Department of Correction?

Yes ☐ No ☐ If no, please explain why

3. Did your job make good use of your skills and abilities? Yes ☐ No ☐

If no, please explain how your skills and abilities were underutilized.

4. Did the job meet your expectations? Yes ☐ No ☐ If no, please explain why

5. Do you feel that the supervising staff provided the guidance and information you need to do your job?
Yes ☐ No ☐ If no, please explain how supervision could have been more helpful in guiding you on the job.



Exit Interview Questionnaire – Page 2

Connecticut Department of Correction

Attachment A
REV 1/28/02
AD 2.4

6. Were you provided with positive feedback and recognition for your work accomplishments?
Yes ☐ No ☐ If no, please comment

7. Was your supervising staff responsive to job related matters brought to their attention?
Yes ☐ No ☐ If no, please comment

8. Were you given sufficient and accurate information about the job?

Prior to hiring: Yes ☐ No ☐

At orientation training: Yes ☐ No ☐ If no, please comment

9. Were you provided adequate training to perform your job?
Yes ☐ No ☐ If no, how could training be improved?

10. Please list any suggestions for changes or improvements which could assist the Department in enhancing its operations.

Employee's Signature

Date

Interviewer's Signature

Date